

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-26

PAGE
NO.

1.

Requesting Agency

FREDERICK COUNTY

2. Division or Bureau of Requesting Agency

REGISTER OF WILLS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. GENERAL CORRESPONDENCE

Quantity: 5 cubic feet
Dates: 1909 - -
File Arrangement: Alphabetical
Annual Accumulation: 1/4 cubic foot
Disposable Amount: 4 1/4 cubic feet

This file consists of correspondence with individuals, attorneys, various state and county agencies, etc., concerned with the functions of the office. Correspondence relating to decedents is filed separately in the appropriate estate folder which is retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

2. RECEIPT BOOKS

Quantity: 3 cubic feet
Dates: 1932 - -
File Arrangement: Chronological
Annual Accumulation: less than 1/4 cubic foot
Disposable Amount: 2 1/4 cubic feet
Audited by: State

A pre-numbered receipt is prepared in triplicate for any money received by the Register of Wills. The copies of the receipt are distributed as follows:

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

JUN 13 1955

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.PAGE
NO. 2.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4
No.

1. Original (white) - payor
2. Yellow carbon - filed in estate papers.
3. Blue Carbon - remains in receipt book.

The recommendation below applies to carbons not filed in estate folders.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 10 cubic feet
 Dates: 1929 - -
 File Arrangement: Chronological
 Annual Accumulation: $\frac{1}{2}$ cubic foot
 Disposable Amount: $8\frac{1}{2}$ cubic feet
 Audited by: State

The following accounting records are grouped together in envelopes for audit purposes, with the exception of the check stubs which are stored separately. The transactions they concern are recorded in the Cash Book and Ledger, which are the permanent financial records of the Register of Wills' office.

Canceled Checks, Bank Statements, Bank Books, Deposit Slips, and Check Stubs

Paid invoices and bills for office supplies and services necessary in the operation of the office.

Monthly and Annual Reports to the State Comptroller.

Copies of payrolls and supporting documents sent to the Employees' Retirement System.

Receiving Warrants from the State Treasurer

Authorizations from the Comptroller to make refunds, unusual purchases, or increases in salaries

Receipts given to the Register of Wills

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

Approved Hall of
Records Commission

APPROVED BY
BOARD OF PUBLIC WORKS

Date JUN 1 1955

[Signature]